INSTRUCTIONS FOR OBTAINING DRAWINGS AND SPECIFICATIONS FOR VA261-14-R-0483

1. VA' Office of Information & Technology (OI&T) has implemented the use of SFTP (Secure File Transfer Protocol) as the encrypted data transmittal platform of choice. VA OI&T is discouraging support and allowance of traditional FTP or Sharepoint access outside of the VA. Interested offerors will need to utilize the SFTP software program to download information from the VA site.

2. In the event additional software is needed to access the account, a VA OI&T approved SFTP freeware product can be utilized: http://winscp.net/

3. Open the attached WinSCP User Guide for using and installing WinSCP. See installation guide below. Follow all instructions and pay particular attention to page 10, yellow highlight of inputting Host Name, User Name and Password.

4. Utilize the following:

> **Hostname = uploads.va.gov**
> **Username = onisnv379b**
> **Password = o&5F681be**

5. Obtain all specification and drawing documents under folder: VA_Reference_Info / 100pct / PDF

Installing and Using WinSCP Client

Installing WinSCP client

The first thing to do is obtain the WinSCP Client software from the software maker's web site:

http://winscp.net/eng/download.php

From the list choose the most up-to-date release available. At the time of writing this is WinSCP 4.0.6. Click on the `Installation Package` to download the software.
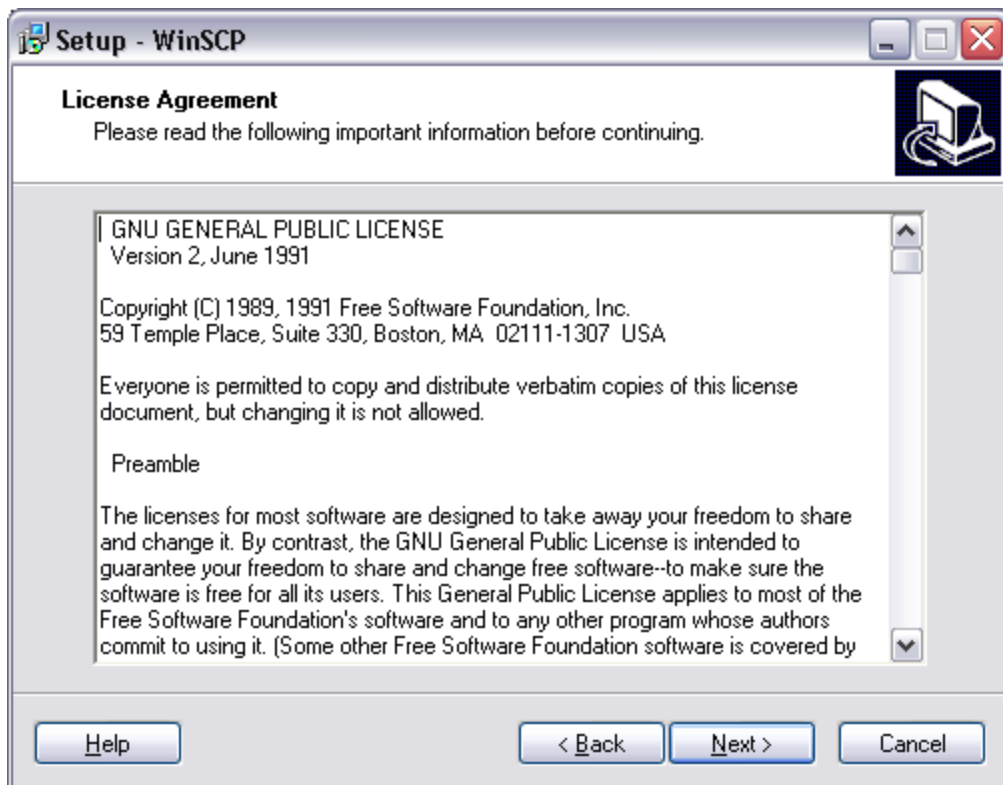
Next click on the downloaded file to begin installation.
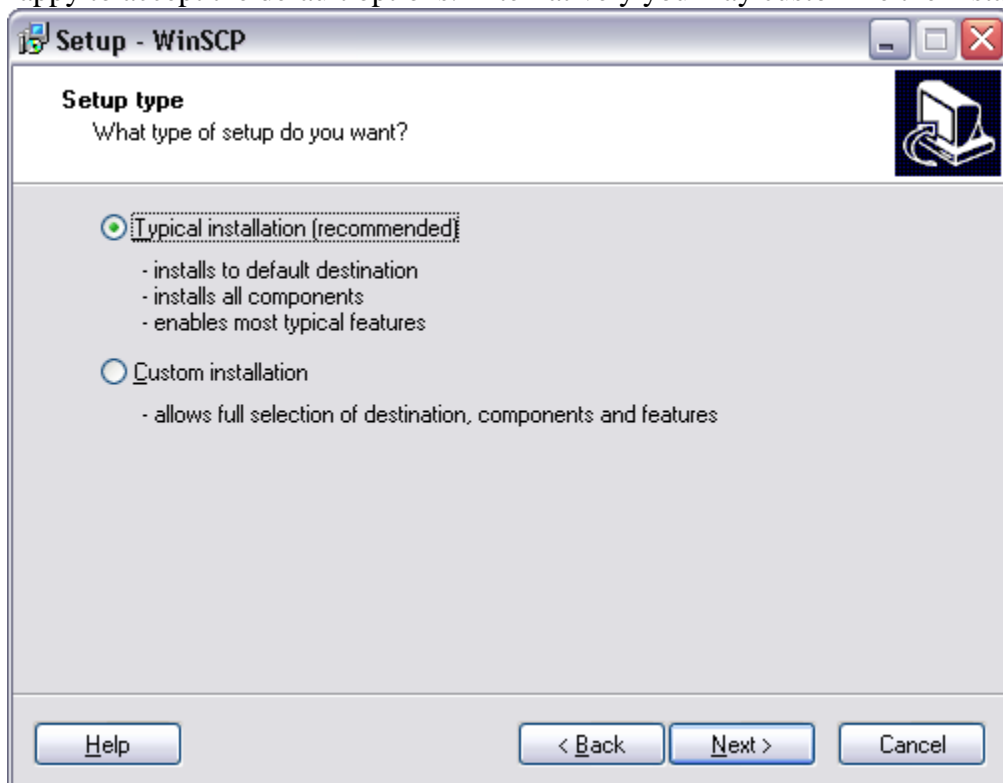
- The `Welcome` screen will appear:
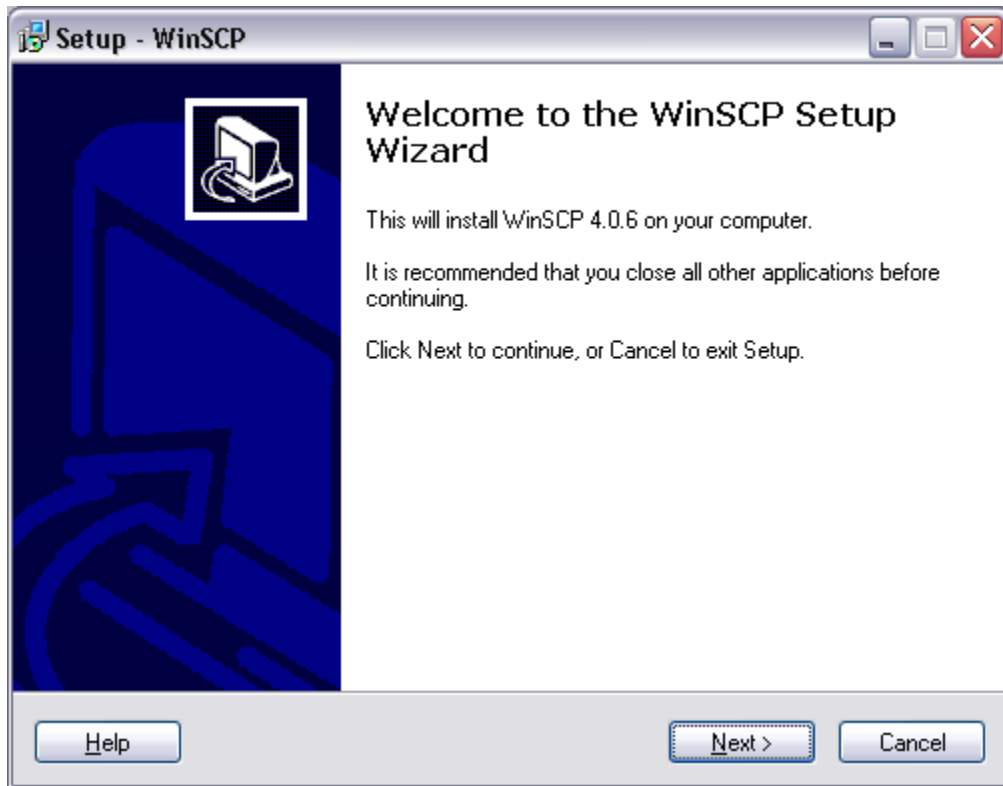

  Click on the `Next` button.

- The `Licence Agreement` appears confirming that the software is Free and Open Source. Click on the `Next` button.

- The `Setup type` screen now opens. Click on the `Next` button to continue if you are happy to accept the default options. Alternatively you may customize the installation.

- Next select the `Initial User Settings` screen opens. Choose the `Norton Commander Interface` if it is not already selected. Click on the `Next` button to continue.
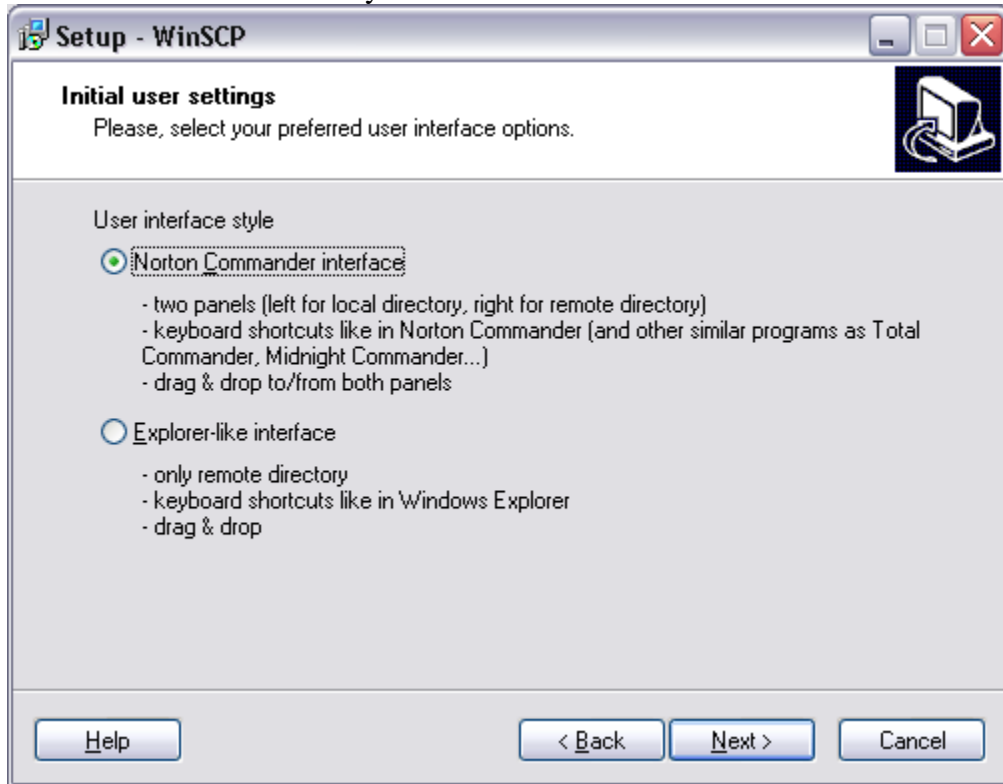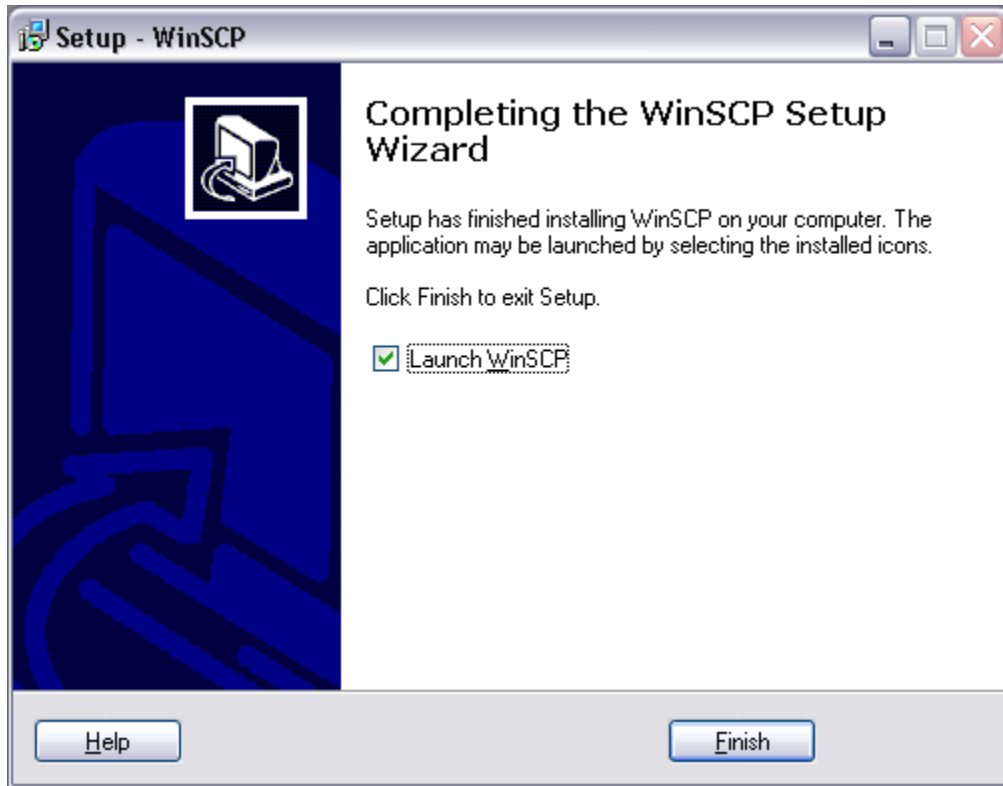
- Finally the `Ready to Install` screen shows which components you have chosen to install and where this will be put on your machine. If you want to adjust anything click on the `Back` button to make changes. If you are happy with your choices press the `Next` button.
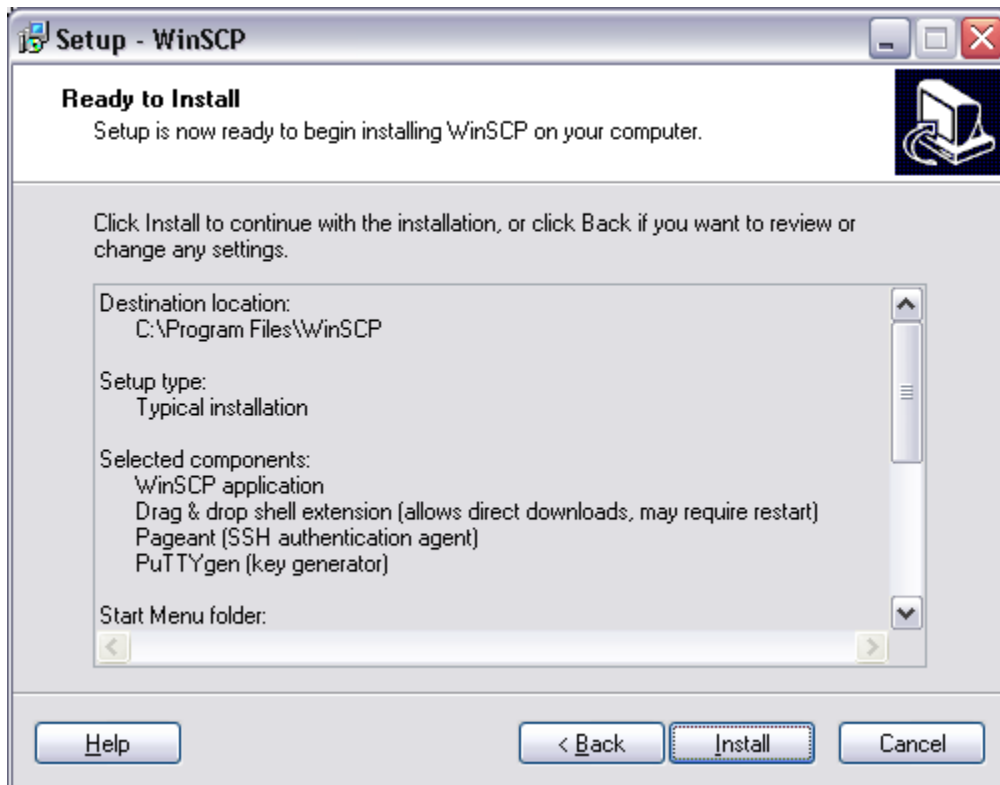
- The program will now be installed.
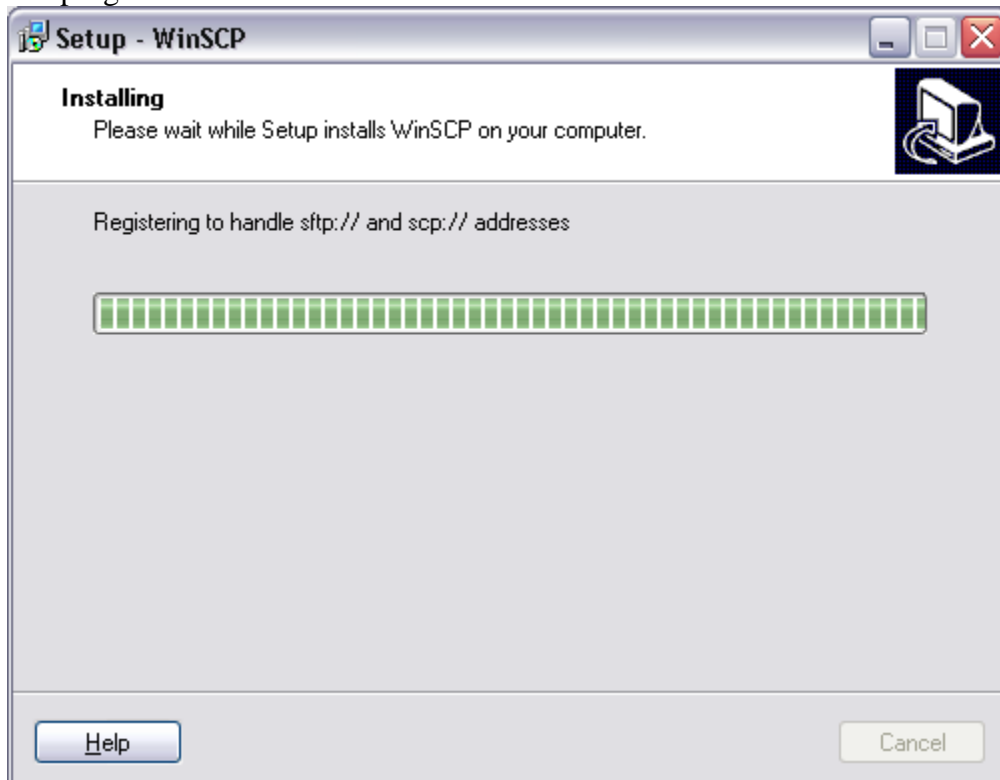
- Once installation is complete you will see the competion screen.

If you do not want to start the program on exiting setup, uncheck the `Launch WinSCP` tick box.

Click on the `Finish` button to exit setup.

Using WinSCP Client

Initial Setup

Once the installation of the program is complete you can open the program and begin to use it. To open the program either click on the program icon on your desktop or find the program in your file programs list (`[Start] > [All Programs] > [WinSCP] > [WinSCP]`). The interface is similar to older FTP or File Transfer Protocol Clients.
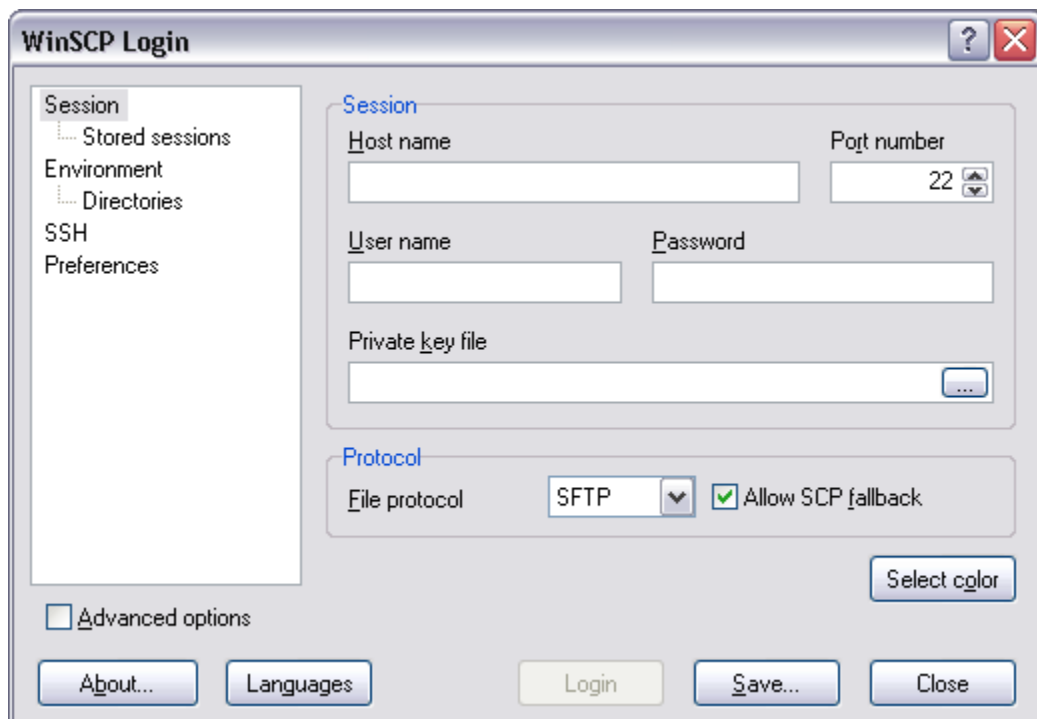
To avoid problems where cached (saved) information gets out of date, you should configure the cache settings (you should only have to do this once).

- In the left-hand panel of the `WinSCP Login` screen, click on `Directories`
- Check the `Advanced Options` tick box.
- Untick `Cache visited remote directories`
- Click `Save`
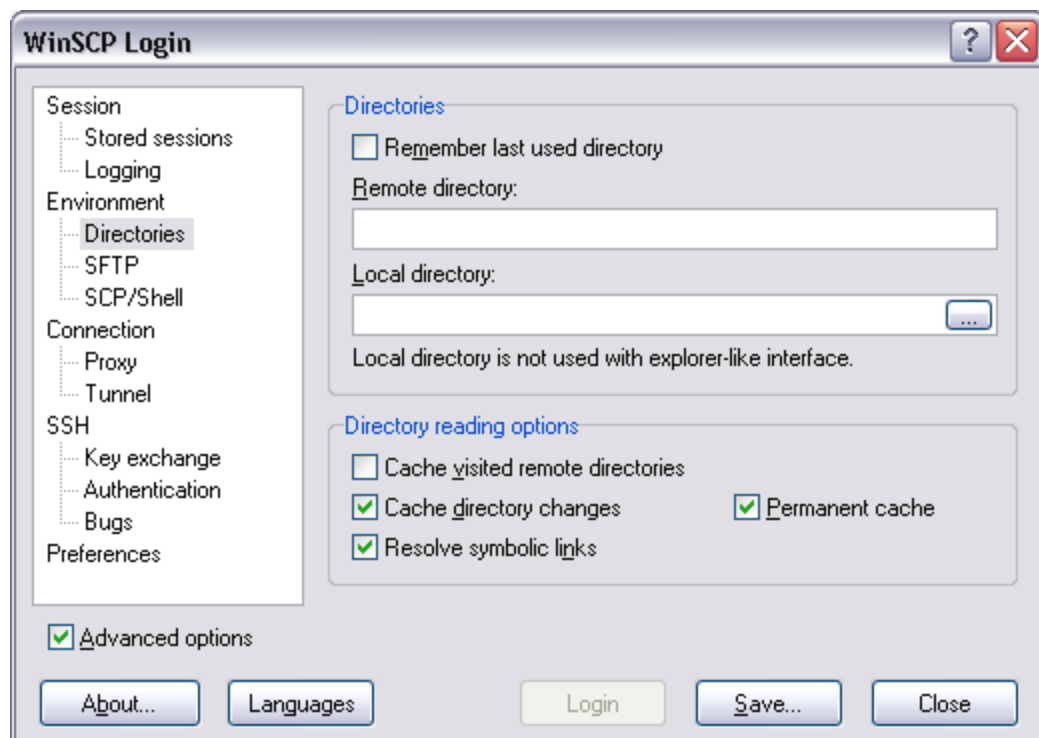
To avoid Permission Errors in WinSCP also select Preferences from the options on the left hand side
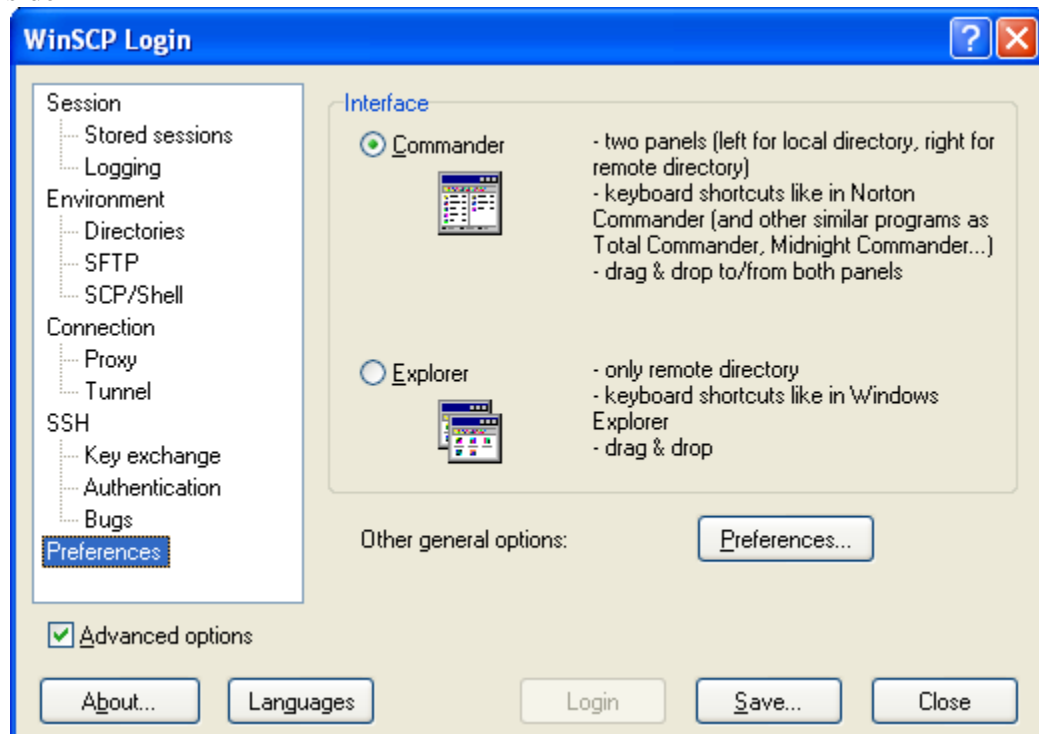
Click the Preferences tab and on the next window select Transfer and make sure your settings are: Transfer Mode = Automatic, transfer following files in text mode = *.*html; *.htm; *.txt; *.php; *.php3; *.cgi, etc; Filename modification = No change and Replace special characters; Upload options = Clear Archive attribute; Common options = Calculate total size, speed = Unlimited; Other = exclude mask, then select save.
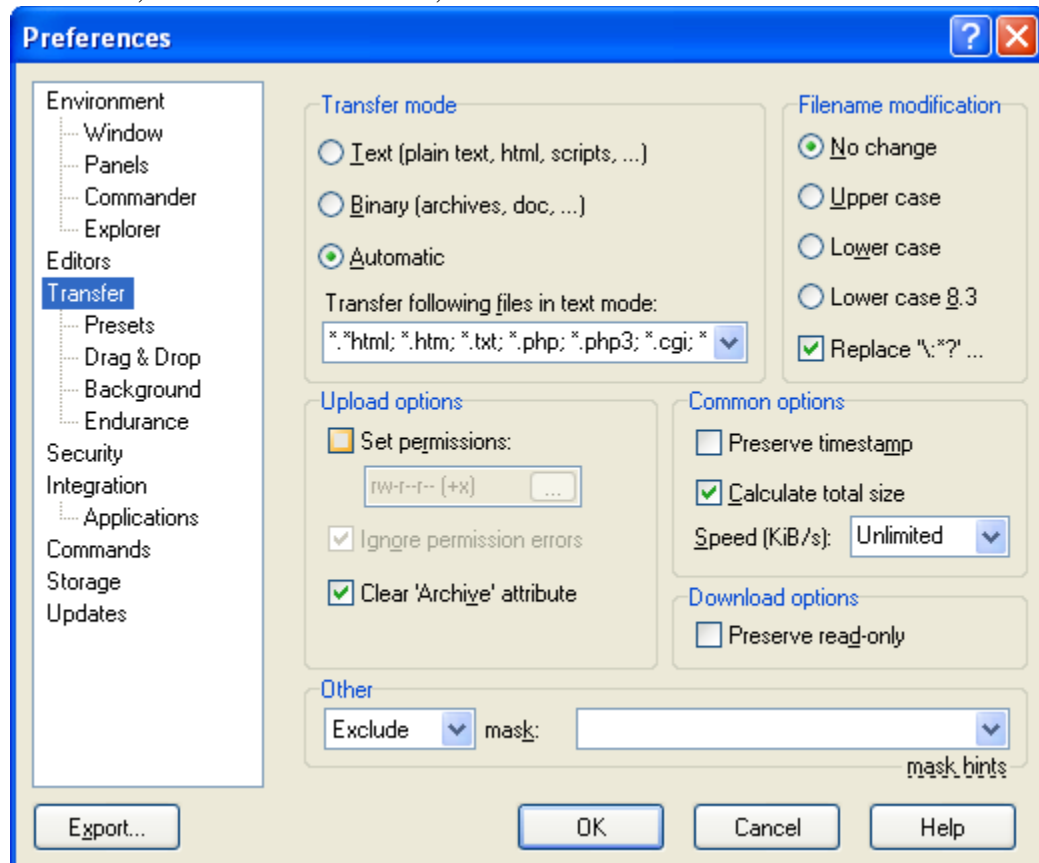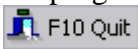
Accessing your web space

To access your users' Web space (filestore) you first need to make a secure connection to your Home Folder by follow the procedure outlined below:

- Open the program
- You will see the `Login` screen appear.
- Fill in your connection details as follows:
    1. Host Name: `Your Account Hostname`
    2. Username: `Your Account Username` e.g.oucs1234
    3. Password: `Your Account password`
- Click on the `Login` button. You will now see a `Connecting to Remote Host` box which will show various details as the program connects to your GNU/Linux account.
- Once the connection has been successful the program interface will change to the Norton Commander interface layout:
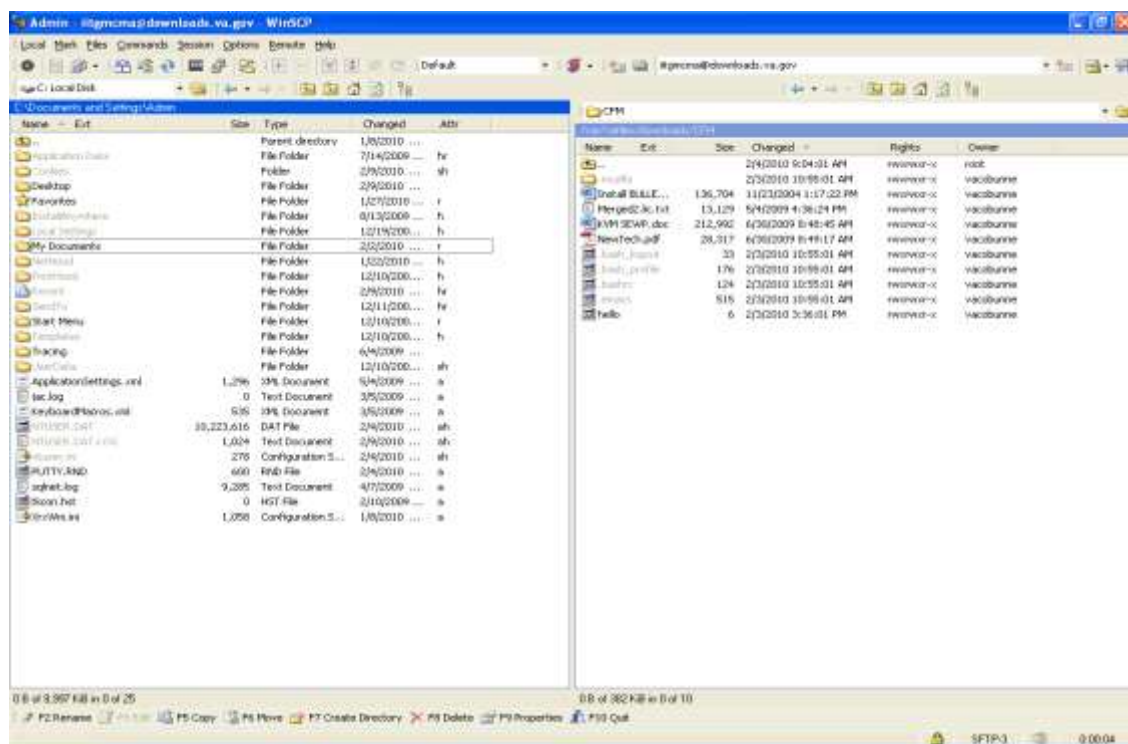
- The left-hand panel shows your local files (on your own computer), the right-hand panel shows the contents of your home folder on the GNU/Linux server. The `.bash_history`, `.bash_logout`, etc. files are normal and should not be removed.

- To quit the program press `<F10>` or press the `F10 Quit` button near the bottom of the screen:

- An alert box will appear asking you to confirm termination of your connection and to close the program. Click `OK` to exit the program.

FREQUENTLY ASKED QUESTIONS:

First Step
Review WinSCP FAQ at http://winscp.net/eng/docs/faq

Known Problems
Network Error: System Timed Out
Possible Solution: Through a standard web browser, see if you can to access uploads.va.gov. If so, try changing your SFTP Port setting 21 and try logging in again and see if the error is the same.
The only ports that this server allows in are 80 (http), 443 (https), and 22 (SFTP).

How to check whether SFTP port 22 is blocked?
The default TCP port for SFTP connection is port 22. Sometimes the local Internet Service Provider blocks this port and this will result in SFTP connection issues.   Here's how to, depending on your OS, check whether your ISP or the Gateway blocks port 22:

Check port 22 with a Windows OS
Click on the Start menu button, usually located on the left low corner of the screen. There is a tab called "Run". You have to click on it, in order to proceed further. You will notice the appearance of a new small window on the screen. In the text field of this window you need to type "cmd" and then press the "Enter" key. Another window will open. It is the so called "MS-DOS prompt" or "command prompt". Just type the following command in the command prompt window and press "Enter": telnet uploads.va.gov 22

Check your system Anti-Virus or Firewall software
We have had reports that firms' network security software will at times become the culprit in creating Network Error issues, so you may need to create exceptions for WinSCP or VA SFTP server.